



Minnesota Board of Cosmetologist Examiners
2829 University Avenue Southeast, Suite 710 • Minneapolis, MN 55414
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School Manager Renewal Application

A license becomes eligible for renewal 10 weeks before its expiration date. Submit a complete application with payment to the address listed above.

Checks or money orders may be made payable to "BCE". Allow up to 15 business days for application processing.

Applicant Information

11/2015

Name		Street Address	
Social Security Number		City, State, Zip Code	
Phone Number		Email Address	
License Number		License Expiration Date	

Select Appropriate Fee If a complete and accurate application is not received by your license expiration date, you will owe a \$45 late fee.

☐ \$145 School Manager Renewal Fee

☐ \$190 School Manager Late Renewal Fee

Work Experience Verification

You must have at least 1800 hours within your license cycle, or 400 hours in *each* of the three years, in a licensed Minnesota cosmetology school. If you do not have sufficient work experience, you must complete a 40-hour refresher course and attach the course completion certificate.

Enter the total number of work hours in each year of your license cycle.

1st Year of License Cycle:	2nd Year of License Cycle:	3rd Year of License Cycle:
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Enter the information for each cosmetology school you have worked at throughout your recent license cycle.

	School #1	School #2
School Name		
Phone Number		
License Number		
Employment Start Date		
End Date or "Current"		

Certification

TENNESSEN WARNING: The Board will use information provided on this form to determine if you meet the requirements for licensure. You are not legally required to provide any of the requested information. Failure to provide information, however, will result in the denial of your application for initial licensure or renewal of your license. Submitting false information is grounds for denying your license or suspending, revoking, or taking other disciplinary action against your license after it is issued. While your licensure is pending, the information submitted, except your name and address, are considered private and will generally not be disclosed outside the Minnesota Board of Cosmetologist Examiners. In circumstances authorized or required by law, however, it may be disclosed to others including persons contacted for purpose of verification or investigation, and the Attorney General's Office. Certain information on the application, including your social security number, will be provided to the Minnesota Department of Revenue at its request. If the matter of your licensure becomes contested, the information submitted on an application may become public. Once you are licensed, the information submitted on the application becomes public, except your social security number, which remains private. Before the Board issues a license, individuals and businesses are required by Minnesota Statutes to provide certain data. Individuals: Social security numbers are required by Minnesota Statutes, section 270C.72. Businesses: Minnesota business identification number and information requested concerning Workers Compensation Insurance is required by Minnesota Statutes.

I certify that all information submitted within this application is true and correct. Further, I have read and acknowledge receiving the Tennessee Warning.

Licensee Signature: _____ Date: _____



For BCE Office Use Only:	Amount:	C/MO #:	Processor:	Date Processed:
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